

Setting up your ADP Account

You can do this from your home computer or at an employee computer kiosk at work. Talk to your supervisor if you are unsure where the employee kiosk is located.

Step 1: Type in the following web address: <https://workforcenow.adp.com> (If you are using one of the company kiosk computers you can click on the ADP logo)

Step 2: Click on “**First Time Users Register Here**”

Step 3: Click on the “**Register Now**” button

Step 4: Enter the Registration Pass Code: ****This code was provided in your orientation papers. Contact HelpDesk if you require assistance**** - Then click the “Next” Button.

Step 5: From the drop down “I want to verify my identity using my:” choose “Social Security Number (SSN)”

Step 6: Complete the required First Name, Last Name, Social Security Number and Confirm SSN fields then click the “Next” button

Step 7: Enter your company email address. Your email address is your first name then a period followed by your last name @laureategroup.com (for example Joe Smith’s email address would be joe.smith@laureategroup.com).

Step 8: Enter your Security Information. Be sure to choose answers you can remember, if you forget your password, ADP will ask you for the answers to your security questions.

Step 9: The system will generate your **User ID** and it will be emailed to you. Be sure to write it down because you will need this every time you log in. Then you will be asked to create and confirm a password. Passwords must be 8 characters long with at least one letter and number. Passwords are case sensitive. Click Submit.

Step 10: Confirmation Screen – at this point you should see a box that says “Thank you for registering.”

***If you forgot your password and have your password reset. Sign in with your usual user ID , use the temp password ADP sent. The next page will say “current password”. Enter the temp password in the current password box and then create a new password.**

***You will not be allowed to use a password you used previously.**

We have given you step-by-step instructions on how to create your own personal account. If you have any technical problems trying to set up your account can call the Laureate Group HelpDesk at (262) 832-7162 Monday through Friday from 7:30-3:30 or e-mail at helpdesk@laureategroup.com